



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
39<sup>th</sup> Finance Battalion  
Unit #20193  
APO AE 09165



COMMAND TECHNICAL POLICY #4

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39<sup>th</sup> Finance Battalion Soldiers and Civilian Employees

SUBJECT: Quarterly Cash Verification

1. REFERENCE: Department of Defense Financial Management Regulation (DoDFMR) 7000-14.R, Volume 5, Paragraph 0302.
2. PURPOSE: To provide instructions on the monitoring of quarterly cash verifications within the battalion.
3. APPLICABILITY: This memorandum is applicable to the Battalion Internal Control Section, the Battalion Disbursing Section, and all detachments subordinate to the 39th Finance Battalion. This policy will remain in effect until rescinded or superseded.
4. GENERAL: Quarterly cash verifications are critical to preventing fraud, waste and abuse. They provide the battalion commander a cash verification from a disinterested party outside the control of the battalion.
5. RESPONSIBILITIES:
  - a. Battalion Internal Control Section:
    - (1) Serve as the primary battalion point of contact for quarterly cash verifications throughout the battalion footprint. This includes advising and training, if necessary, all US Army Garrison (USAG) representatives tasked to conduct the quarterly verifications and answering any questions they may have. It is important the verifiers understand their duties so they can provide a quality verification of our accountability status across the battalion.
    - (2) Maintain an up-to-date point of contact listing for all USAG S3s and representatives conducting the cash counts.
    - (3) Contact the USAG S-3s with tasking authority NLT 15 days prior to the beginning of the quarter in which cash verifications will occur to ensure they schedule the upcoming quarter's verification.

AEFUC-FBH-CDR (37)  
SUBJECT: Quarterly Cash Verification

(4) Verify all cash verifications throughout the battalion footprint have been conducted NLT the 2nd week of the last month of the quarter.

(5) Maintain a copy of all the cash verification reports and receive a copy of the final cash verification report from the Battalion Disbursing Section.

(6) Notify the battalion commander when the verifications are complete and if any discrepancies exist.

b. Battalion Disbursing Section:

(1) Notify the Battalion Internal Control Section if no quarterly cash count has been conducted prior to the 2<sup>nd</sup> week of the last month of the quarter.

(2) Maintain a copy of the cash verification team's final report for each of the battalion's disbursing sites.

(3) Provide the Battalion Internal Control Section a copy of the cash verification reports for all applicable locations.

c. Detachment Disbursing Agents (DAs):

(1) Notify the Battalion Disbursing Section if no quarterly verification has been conducted prior to the 1st week of the last month of the quarter.

(2) Assist the Battalion Internal Control Section in coordinating with your USAG S-3s to ensure the verification is conducted each quarter.

d. Detachment Commanders/Detachment Sergeants:

(1) Brief the cash verification team on the proper verification procedures.

(2) Ensure the team understands their responsibilities and reporting requirements, and seek guidance from the Battalion Internal Control Section if you have any questions concerning the verification procedures or reporting requirements.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Disbursing Section, DSN 322-8171.

  
RICK L. TILLOTSON  
LTC, FC  
Commanding